



Human Resources Department

2020-2021 Texas Teacher Evaluation and Support System (T-TESS)

Appraisal Calendar

- ✓ Teacher Orientation or Refresher is completed no later than the final day of the first three weeks of instruction. Sept 25, 2020
- ✓ Observation period shall exclude the first three weeks of instruction. No appraisals before September 25, 2020
- ✓ The T-TESS calendar shall provide that the appraisal process be completed 15 working days before the last day of instruction for students. No appraisals after May 27, 2021
- ✓ Teachers will submit their professional development plan to their appraiser for feedback and final approval during this period: September 8, 2020 – September 25, 2020
- ✓ All formal T-TESS observations should take place between: September 28, 2020 – May 27, 2021
- ✓ **Walkthroughs** may be conducted and cumulative data may be obtained **on any day and at any time** throughout the school year.
- ✓ All first year teachers and teachers new to the district shall be evaluated during the first semester of employment.
- ✓ Any documentation that would affect a teacher's score shall be shared with the teacher within 10 working days.
- ✓ A summative conference shall be conducted to advise the teacher of any change in the final observation score.
- ✓ Observation period shall exclude days scheduled for end-of-semester or end-of-year examinations.
- ✓ Observation period shall exclude days scheduled for STAAR, EOC, or other standardized tests.
- ✓ Observation period shall prohibit formal observations on the last day of instruction **before** any official school holiday and on the first day of instruction **after** a holiday.

Based on the 2020-2021 SBCISD School Calendar, the following dates indicate the days that formal T-TESS observations **shall not be conducted**:

Sept. 8 - Sept. 25, 2020	First three weeks of instruction (September 8, 2020 – September 25, 2020)
October 9 – 13, 2020	Columbus Day
Nov. 20 - 30, 2020	Thanksgiving Holiday
Dec. 18, 2020 - January 6, 2021	Christmas Holiday
Jan. 15 – 19, 2021	MLK Holiday
March 12-22, 2021	Spring Break
April 1 - 5, 2021	Easter Holiday
May 28 – June 1, 2021	Memorial Day

Reminders:

May 27, 2021	Last day to complete the entire appraisal process
June 2, 2021- June 22, 2021	Last 15 full days of instruction to be utilized for requested second appraisals ONLY

- ✓ All pre-conferences, formal observations and post-conferences for all teachers shall be completed by **May 27, 2021. No formal observations should take place on or after May 27, 2021.** The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.
- ✓ **All formal written observation summaries, written summative annual appraisal reports and summative conferences shall be completed by May 27, 2021. Goals and reflections are due before summative and no later than April 30.** The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.
- ✓ Teacher Summative Annual Appraisal Reports shall be submitted to the Human Resources Department by the following date: June 24, 2021.
- ✓ The implementation of T-TESS represents a commitment to continuous improvement. As a result, a professional growth plan shall be developed for all teachers.
- ✓ For a complete reference guide, please refer to www.teachfortexas.org

San Benito Schools - A Consolidated Independent School District

It is the policy of the San Benito CISD not to discriminate on the basis of race, color, national origin, gender or disability in its educational and Career and technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964.

Board Approved 09.08.2020